



COMMONWEALTH of VIRGINIA

Sandra J. Adams
Commissioner

Department of Agriculture and Consumer Services Division of Animal & Food Industry Services Office of Animal Care and Emergency Response

PO Box 1163, Richmond, Virginia 23218
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www.vdacs.virginia.gov

January 12, 2017

RE: ANIMAL CUSTODY RECORD ANNUAL REPORT REMINDER

Dear Agency Representative:

Va. Code sections §3.2-6549 and §3.2-6557 require that all public and private animal shelters and other animal releasing agencies in Virginia submit an annual summary of animal custody records to the State Veterinarian in the format he prescribes. The Animal Custody Record Online Reporting System (<http://www.vdacs.virginia.gov/animals-animal-custody-record-reports.shtml>) is the prescribed format for submitting this annual report.

This letter serves as a reminder that the open submission period to report a summary of your agency's calendar year 2016 custody record information will be from February 1 to February 28, 2017. You will need to enter your agency's PIN in order to log in to the online system (You will receive a version of this letter in the mail that includes your agency's PIN). The online system will close at midnight on February 28; if a report has not been received before the deadline, your agency will be considered noncompliant and may be subject to civil penalties per the Virginia Animal Shelter Civil Penalty Matrix (<http://www.vdacs.virginia.gov/pdf/Civil-Penalty-Matrix.pdf>).

Please be advised that VDACS recently completed a project to upgrade and improve the functionality of the Animal Custody Record Online Reporting System; if you have used the system in previous years, you may notice some changes to the user interface and reporting categories. Additionally, as a result of legislation passed during the 2016 General Assembly session, all animal releasing agencies must submit a copy of their agency's animal intake policy annually to VDACS. A document upload function has been added to the online system for this purpose. Va. Code does not define "animal intake policy," but such a policy may include information about the animals your agency takes custody of, the animals your agency does not take custody of, and the policies utilized to make those decisions.

If you have any questions or need assistance using the newly upgraded Animal Custody Record Online Reporting System, please feel free to contact our office at animalcare@vdacs.virginia.gov or (804) 692-4001.

Sincerely,

A handwritten signature in blue ink, appearing to read "Carolyn Bissett".

Carolynn Bissett, DVM, MPH, DACVPM
Acting Program Manager